

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - July 9, 2012

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Executive Office					
2290	Advocate	Office Specialist	CR,CL- <i>Re-advertised</i>	7/9/2012	\$ 12.49
2092	Executive	Office Specialist	CR,CL	6/4/2012	\$ 12.49
2240	Gaming	Director of Gaming		5/7/2012	\$ 87,142.00
2277	Gaming	Gaming Compliance Auditor	CR	6/4/2012	\$ 50,618.00
2242	Gaming	Gaming Inspector	CR	5/21/2012	\$ 19.01
General Support Services					
2263	Accounting	Controller		5/14/2012	\$ 82,943.00
2125	Department of Information & Technology	Systems Administrator		1/9/2012	\$ 66,415.00
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
2269	Grants and Contracts	Administrative Assistant, Senior	CR	4/30/2012	\$ 16.80
2255	Grants and Contracts	Principal Accountant		5/14/2012	\$ 50,618.00
2301	Human Resources	Human Resources Specialist		6/18/2012	\$ 19.49
Department of Health and Human Services					
2285	Behavioral Health	Prevention Specialist		5/14/2012	\$ 19.97
2114	Child Welfare	Program Coordinator		4/30/2012	\$ 19.49
2177	Child Welfare	Program Manager, Senior		6/11/2012	\$ 69,777.00
2135	Community Health Services	Billing Technician		5/14/2012	\$ 15.22
2130	Community Health Services	Community Health Representative		5/14/2012	\$ 13.79
2136	Community Health Services	Health Planner		6/11/2012	\$ 23.74
2293	Health Transportation Services - Site: Sells	Transit Dispatcher		5/29/2012	\$ 14.85
2297	Health Transportation Services - Site: Sells	Transit Driver		6/11/2012	\$ 12.81
2298	Health Transportation Services - Site: San Lucy	Transit Driver		6/11/2012	\$ 12.81
2250	Health Transportation Services - Site: San Lucy	Transit Driver		4/23/2012	\$ 12.81
2294	Senior Services	Program Coordinator		6/11/2012	\$ 19.49
Department of Education					
2183	Administration	Administrative Assistant	CR	5/7/2012	\$ 14.49
2307	Early Childhood - Site: Vaya Chin	Cook		6/25/2012	\$ 11.32
2256	Early Childhood	Disabilities Specialist		5/14/2012	\$ 17.22
2288	Early Childhood	Disabilities Specialist		5/29/2012	\$ 17.22
2258	Early Childhood - Site: Sells	Teacher		5/14/2012	\$ 18.55
2286	Early Childhood - Site: Sells	Teacher Aide/Driver		5/29/2012	\$ 14.49
2013	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/17/2012	\$ 20.47
2017	Recreation - Site: Menager's Dam	Recreation Aide		1/4/2012	\$ 10.77
2178	Recreation - Site: Pisinemo	Office Specialist	CR,CL	5/29/2012	\$ 12.49
2257	Recreation - Site: Pisinemo	Custodial/Grounds Worker		6/11/2012	\$ 10.77
2262	Recreation	Director of Recreation		5/7/2012	\$ 69,777.00
Department of Natural Resources					
2145	Administration	Natural Resources Technician		4/2/2012	\$ 20.47
2055	Solid Waste Management Program	Heavy Equipment Mechanic	CL	1/9/2012	\$ 19.49
2186	Cultural Center & Museum	Museum Specialist		5/7/2012	\$ 15.22
Department of Water Resources					
2310	Water Resources	Field Supervisor		6/18/2012	\$ 53,180.00
Department of Public Safety					
2229	Law Enforcement	Administrative Assistant	CR	3/5/2012	\$ 14.49
2259	Law Enforcement	Criminal Intelligence Analyst		4/16/2012	\$ 28.22
2300	Law Enforcement	Accounting Specialist		6/4/2012	\$ 17.22

CR=Clerical Required CL=Career Ladder

Equal Employment Opportunity and Indian Preference Employer Page 1 of 2

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

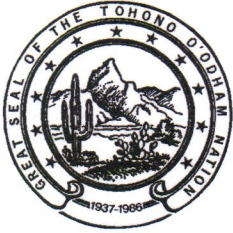
HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, highschool diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **OFFICE SPECIALIST**

SALARY: **\$10.77 - \$12.49* PER HOUR, PLUS BENEFITS**

Re-Advertised

OPENING DATE: **July 9, 2012**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/**Advocate**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- AND—
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

ADDITIONAL REQUIREMENTS:

- | | |
|---|---|
| <ul style="list-style-type: none"> • A signed and completed Tohono O'odham Nation employment application. • A signed and completed Background/MVR Investigations document. • If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card. • A signed and completed Authorization to Release Information document. | <ul style="list-style-type: none"> • Current resume • Three (3) letters of reference • Copy of degree and/or transcripts • MVR-39 Month Report • Copy of current valid AZ driver's license • Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634 |
|---|---|

Applications and supporting documents become the property of the Tohono O'odham Nation.

Please keep copies for your own reference.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3), other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"